

State of Rhode Island
Department of Administration

INTER-OFFICE MEMORANDUM

Office of Accounts and Control

**TO: Chief Payroll Officers
All State Agencies**

DATE: October 2, 2009

**FROM: Louise M. Anderson
Associate Controller - Operations**

**SUBJECT: Payroll Sign-Off Pay Period #8 Ending 10/10/09 Check Date 10/16/09
CPO 10-06**

To ensure the timely processing of payrolls, you are required to "sign off" on all payrolls **no later than 2:00 pm on Tuesday, October 13, 2009.**

Payroll accounts can be transmitted on Friday, October 9, 2009 for agencies that have few exceptions.

Also, we will not be processing any retroactive payments during a pay reduction pay period because this pay reduction is calculated as a negative retroactive payment. Pay period #8 is the first scheduled pay reduction day for FY10. Therefore, please hold any retroactive payments for processing until pay period #9 (check date 10/30/09).

The cooperation of each department and agency to adhere to the above schedule would be greatly appreciated.

MAL/lma